CHAPTER 5

MEPRS ISSUE PROCESS

A. INTRODUCTION

Both the, MEPRS Manual and EAS-III software are subject to changes, refinements, and clarifications over time. A formal issues process is intended to ensure uniformity of interpretation and application by the MTFs, Services, and OASD(HA) . Health Affairs encourages the submission of issues which contain suggestions for new business processes or software changes.

B. ISSUE IDENTIFICATION

1. Changes

This type of issue involves recommendations for changes to the Manual or software based on operational experience. All issues falling into this category shall be forwarded via respective Military Service command chains to the OASD(HA) for resolution and possible incorporation. For system changes, the SCR/SIR shall be submitted to the MEPRS program manager for review by the working group. All approved SCRs/SIRs will then be submitted to Defense Medical Information Management (DMIM) or the office. providing suPPort for the applicable computer system.

2. Interpretations

This type of issue refers to questions about interpretation of requirements and applications as set forth in the manual or in the Military Services' supplemental documents. Issues falling into this category may be forwarded to the OASD(HA) for resolution, but can usually be resolved at the headquarters level of the respective Military Service. Information copies of such interpretive resolutions shall be forwarded to OASD(HA) .

3. Administrative/Other

This type of issue refers to questions about the administration of the system and possible interfaces with other systems, integration of this system and other data requirements, and various other subjects not directly related to system procedures and methodologies. Issues of this kind are normally resolved within the respective Military Service command chains.

C. ISSUE RESOLUTION

The issue resolution should be accomplished at the lowest level possible depending on the impact of the issue or topic. Full consideration must be given to the conclusion in terms of its possible or probable consequences at other MTFs or Military Departments.

D. RECORDING THE ISSUE

The attached format shall be used to record issues that have been identified for purposes of uniformity, monitoring, and subsequent auditing. In addition, a SIR/SCR form shall be completed for system changes. The data elements on the form and their definitions are as follows:

1. DoD Issue #. A unique number that is assigned by OASD(HA) for purposes of reference and control for all issues submitted for resolution and possible inclusion in the instruction or existing software. It will consist

of the year and sequence in which the issue is submitted (e.g., 95001, 95002, etc.)

2.   Service Issue #.   A unique number that is assigned by the respective Service headquarters for purposes of reference and control.

3.   Command (MTF) .   State which facility or command submitted the issue.

4.   Sponsor of Issue.   The Service headquarters.

5.   Date of Issue.   The date the issue was originally submitted.

6.   Issue/Topic.   The title of the issue or topic.

7.   Deadline for the Decision/Implementation.   State a reasonable target date for a decision and implementation.

8.   Background.   Provide a brief history of the issue/topic so the approval authority will understand the issue.   Include what has been done in the past, what has occurred to cause this to be an issue, the impact if not approved, and who the issue affects; i.e., facility, Service, or more than one Service.

9.   Recommendation.   Explain the solution recommended.   Include why it is the best solution.

10.   Other Alternatives Explored.   Provide a brief summary of other alternatives that were explored and why they were not feasible.

11.   Recommendation of the Services.   The Service representative must check the appropriate block and sign the form.

12.   Final Resolution.   HA, as the approving authority, will state the final resolution and any necessary action; i.e., software changes, etc.

13.   HA Approval/Date.   Signed and dated by the HA approval authority.

E.   ISSUE APPROVAL FORMAT

DOD ISSUE #: _____

SERVICE ISSUE #: _____   Sponsor of Issue: _____

Command(MTF) : _____   Date of Issue: _____

Issue/Topic: (One sentence title of the issue or topic)

Deadline for Decision/Implementation: (What is the optimum time frame for
        making a decision and what is a reasonable implementation date?)

Background: (Provide a brief history of the issue/topic. What has been done
        in the past? What precipitated this recommendation for a policy
        decision?   If this issue is not approved, how will it impact the
        sponsoring activity/service?   Is this an issue that affects more than
        one activity or more than one service?   Provide other supporting
        information which clarifies the issue.)

Recommendation: (Briefly explain the recommendation. Provide some detail as
        to how the solution would be implemented and why it is the best
        solution.)

Other Alternatives Explored: (Provide a brief summary of the various
        alternatives that were explored, before arriving at the recommended
        solution.   Provide short descriptions of the principal feasible
        alternatives .)

Approval:

	APPROVE	DISAPPROVE	SIGNATURE AND DATE
Army	_____	_____	_____
Navy	_____	_____	_____
Air Force	_____	_____	_____

Rationale/Comments :   (Provide the rationale for disapproval and any
        contingencies for approval.)

Final Resolution: _____

_____

HA Approval: _____   Date: _____

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